Assigning an Employee's Temporary Tour of Duty
(Used to Change an AWS Day)

To assign a temporary tour of duty for an employee:
Step 1. Click the **Personnel Management** link on the ATAAPS Main Menu.
Step 2. Select the team and then the employee. Then, click the **Tour Day** link to open the Personnel Management - Tour Day window.
Step 3. Select the pay period beginning date for the new tour from the drop down list, and then click the **Add Tour** button.
Step 4. Click the **Book Icon** to open the Tour Day Detail window.
Step 5. You may change the tour day information by using the drop down to select duration, or to add night differential. If the drop down is not available, labor exists for that day, and must be deleted in the labor input screen before the tour for that day can be changed. Click the **Sunday Premium** check box to add Sunday premium time if necessary.
Step 6. Save your changes by clicking the **Save & Close** button. To discard any changes you have made, but not saved, click the **Cancel** button.

Note: The temporary tour of duty is only effective during the pay period for which it was created. You may create other temporary tours for as many other future pay periods as you wish. This will not permanently change the employee's tour of duty.

Changing an Employee's Permanent Tour of Duty

To change a permanent tour of duty for an employee:
Step 1. Click the **Personnel Management** link on the ATAAPS Main Menu.
Step 2. Select the team and then the employee. Then, click the **Perm Tour** link to open the Personnel Management - Permanent Tour window.
Step 3. Click the pay period drop down and select the pay period begin date of the new tour. If a Temp Tour (under Tour Day link) exists, it must be deleted prior to changing the permanent tour of duty.
Step 4. Click the **Add Tour** button.
Step 5. Click on the drop down to select Alternate Work Schedule. Click the drop down associated with each day to select duration and night differential. Click the **Save & Close** button to complete the permanent tour change.
Step 6. The Perm Tour window is displayed and shows the addition of the new tour.

Note: This will permanently change the employee's tour of duty.